

~~Office Memorandum • UNITED STATES GOVERNMENT~~

TO : Chief, Management Staff

DATE: 23 December 1954

FROM : Chief, Records Management Division

SUBJECT: Records Management Survey of the Office of the General Counsel

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1. A records management survey of the records of this office was started by [REDACTED] and his report forwarded to the General Counsel for approval and concurrence. After submission of this report, [REDACTED] was taken ill and [REDACTED] was assigned the task of following up on the project.

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2. The Records Control Schedule covered both record and nonrecord material amounting to 568 linear feet. It is estimated that 9% of the total accumulations are of temporary value. The permanent material amounts to 7%. The remaining 84% consists of library material, part of which is the property of the office personnel.

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3. In addition to the disposition plan, a file plan for the office subject file was recommended and approved. [REDACTED] assisted in setting up the file and also trained personnel in its use. A Regulatory Index File was also established for selected legal opinions and decisions.

4. The report as a whole was accepted, and the office expressed its appreciation for the assistance rendered by members of the staff.

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A handwritten signature consisting of the letters "W.P." is written in cursive ink in the upper right corner of the page.

Document No. 002
NO CHANGE in Class.
 DECLASSIFIED
Class. CHANGED TO: TS S C
DPA Memo, 4 Apr 77
Auth: DIA REG. 77/1763
Date: 22/3/78 By: 022

~~SECRET~~

Approved For Release 2001/11/08 : CIA-RDP57-00042A00020050001-2

COMPLETION REPORT ON MANAGEMENT PROJECT
BY O&M SERVICE

PROJECT NUMBER
4-78

TYPE OF PROJECT
 Survey System
 Specific Problem

ORGANIZATIONAL COMPONENT REQUESTING SERVICES
Office of the General Counsel

DATE OF REQUEST

BRIEF DESCRIPTION OF PROJECT

To develop and activate a plan for the maintenance and disposition of legal records.

IMMEDIATE RESULTS ACCOMPLISHED

The records of the office were surveyed, records control schedule was prepared, submitted and approved. Developed and installed a file plan for the office and trained personnel in its use. The survey covered 568 linear feet of material of which 53 feet are temporary, 38 feet permanent and 477 feet library material. The filing equipment used consists of 13 4-drawer safe type cabinets; the library material is either on shelves or in bookcases.

The effective application of the schedule will provide for the destruction of approximately 7 feet of material within 2 years. Continuing disposals on a 2 year basis will amount to an estimated 9 feet. As a result of these disposals, no additional filing equipment is foreseen in the future.

RECOMMENDED FUTURE ACTION

Review records control schedule annually and make any necessary adjustments. Occasional visits will be made to furnish assistance or advice on any records problems.

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JL

	ASST. MGT. OFFICER	DATE STARTED 1 January 1954	DATE COMPLETED 20 December 1954
MAN DAYS REQUIRED Analyst Clerical Total 116		DATE OF NOTIFICATION OF COMPLETION TO ORGANIZATIONAL COMPONENT	